

CONFIDENTIAL*4544 Procedure File*
21 JUL 1954

MEMORANDUM FOR: Acting Chief, Employee Services Division

SUBJECT: Security of Records and Operations

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1. During the conference which the Chief, Insurance and Claims Branch and his Deputy had with representatives of the DD/P area and Mr. [] Deputy Chief, Planning and Analysis Staff (PAS), no areas were noted by Branch representatives or the representatives from DD/P wherein it was felt that security problems existed. In fact, it appeared that the DD/P representatives were completely satisfied with the manner in which our operations are conducted.

2. Several comments, apparently made by the representatives of DD/P to PAS, have been brought to our attention. One of these comments took the form of a question wherein it was asked whether it would be feasible for us to maintain a separate file for Contract Agent insurance records. The question was apparently raised on the assumption that a separate file of these cases would be more secure than maintaining them with our other insurance files. Although these records could be kept separately, if it was deemed necessary, it is my opinion that the establishment of a separate file for these cases would attract more attention to them than the current filing system. In addition, separation of certain categories of personnel from the bulk of the insurance files will naturally result in at least some slow down in administrative operations; for every time material is broken out into a separate location, it becomes necessary to make an additional search of that separate file in any check of insurance records. It is my opinion, therefore, that the present system of maintaining these Contract Agent files with the bulk of the insurance records is actually more secure than a physical separation.

3. I also understand that a comment was made with regard to the admission of persons other than Branch employees to the insurance area which has been partitioned off. As you well know, this has been a continuing problem with us and attempts have been made to make this area inaccessible to all persons other than Branch employees. However, our space limitations often require that we allow employees into this area in order to resolve certain questions pertaining to their insurance. I am confident, however, that with the acquisition of Room 126A and the move into those quarters, this problem will no longer exist. Such inquiries and problems can either be handled in Room 126A or the present standing room area may be partitioned off to provide an interview room for the purpose of interviewing employees and answering questions that they may have concerning their insurance.

4. In addition, it is understood that some comment was made concerning a statement made by the Deputy Branch Chief when queried by DD/P personnel as to problem areas that we were encountering with DD/P.

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Next 1 Page(s) In Document Exempt

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